

Setting Up PowerSchool for the CRDC

All PSUs must perform specific functional tasks within the PowerSchool system prior to running the PowerSchool CRDC Preview report. These tasks can be performed by a single staff member with access to all entities within the PowerSchool instance or some school level tasks can be delegated.

Note: Charter schools must update both the LEA Office level and School level screens for this collection.

A PSU that does not perform the documented functional tasks will be required to submit data directly to the Federal Submission Tool.

Functional Tasks

- **LEA Office level setup:**

- Update the LEA Office level Civil Rights Data Collection (CRDC) screen
- Provide school level users access the school level CRDC Preview report

CRDC Preview reports at the school level include student detail level reports which display every student reporting on the CRDC. The school level report also includes a course detail report.

- **School level setup:**

- Verify and/or update the school level CRDC EDDIE Grade Levels screen
- Update each school level Civil Rights Data Collection (CRDC) screen

Important: Setup should be completed in the current year of PowerSchool.

For definitions and guidance regarding a specific question, refer to the [Federal LEA Form](#) and [Federal School Form](#). All federal guidance for the SY 2020-21 CRDC collection is located at [the Civil Rights Data Collection Resource Center](#).

Updating the LEA Office Level CRDC Screen

The Civil Rights Data Collection (CRDC) screen at the LEA Office level is located under Setup. This screen is designed to capture or display previous year information specific to this Federal collection which are not located elsewhere in the system.

Verify or update this section and click **Submit**.

Navigation: Start Screen > Select school > Setup > School > Civil Rights Data Collection (CRDC)

Civil Rights Data Collection

Please Note: Questions that have answers provided by other areas of the application are not displayed here.

SSPP-4. Preschool

A. Does this LEA provide preschool services (Ages 3 to 5)?

CRCO-2. Civil Rights Coordinator

1. Does the LEA have a Civil Rights Coordinator to coordinate efforts to comply with and carry out the responsibilities under federal law prohibiting discrimination against students and other?

a. Name of the Civil Rights Coordinator (Basis of gender)

Last Name First Name

b. Email of the Civil Rights Coordinator (Basis of gender)

c. Phone number of the Civil Rights Coordinator (Basis of gender)

(xxx) xxx-xxxx

2. Does the LEA have a Civil Rights Coordinator to coordinate efforts to comply with and carry out the responsibilities under federal law prohibiting discrimination against students and other?

a. Name of the Civil Rights Coordinator (Basis of race/color/national origin)

Last Name First Name

b. Email of the Civil Rights Coordinator (Basis of race/color/national origin)

c. Phone number of the Civil Rights Coordinator (Basis of race/color/national origin)

(xxx) xxx-xxxx

3. Does the LEA have a Civil Rights Coordinator to coordinate efforts to comply with and carry out the responsibilities under federal law prohibiting discrimination against students and other?

a. Name of the Civil Rights Coordinator (Basis of disability)

Last Name First Name

b. Email of the Civil Rights Coordinator (Basis of disability)

c. Phone number of the Civil Rights Coordinator (Basis of disability)

(xxx) xxx-xxxx

CRCO-3. Is this LEA covered by a desegregation order or plan?

HIBD-1-2. Harassment and Bullying Policy

A. Does this LEA have a written policy or policies prohibiting harassment or bullying on the basis of gender, race, color, national origin and disability?

B. Link to LEA's policy

OCR / PowerSchool Question	Manual or System Calculated	Notes
SSPP-4. Preschool	Calculated	The answer to question A is a calculation based on the student being admitted on or before October 1, the student's age and grade level. If the count appears inaccurate, data will need to be reviewed and if needed, updated in the Federal Submission Tool.
CRCO-2. Civil Rights Coordinator	Manual	All fields in this section must be completed , even if same staff member is designated for each of the different OCR Coordinator types. Identify the staff member(s) who address Civil Rights issues at your PSU.
CRCO-3. Is this LEA covered by a desegregation order or plan?	Manual	Please refer to the Federal CRDC documentation for the definition of a desegregation order or plan.
HIBD-1-2. Harassment and Bullying Policy	Manual	Answering 'No' to question A will disable B in this section.

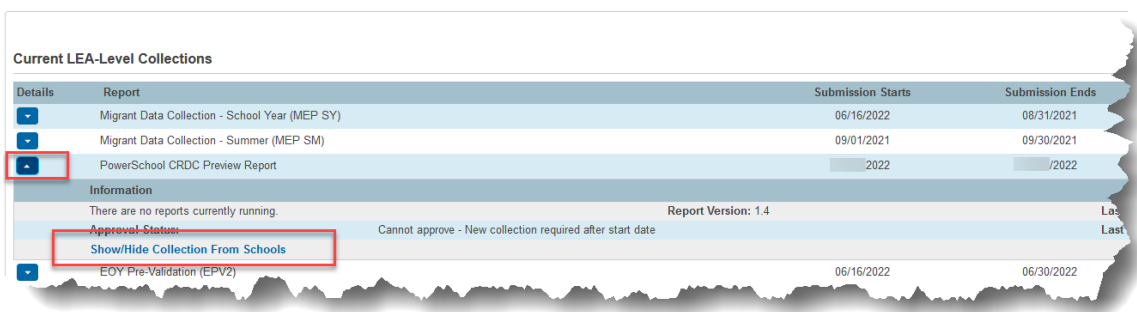
Adding the PowerSchool CRDC Preview Report to Schools

The PowerSchool CRDC Preview Report for specific schools can be toggled on and off in the State Reporting Dashboard at the LEA Office level. The school level report allows users to view data specific to the school and provides detail level views which identify where a student is being reported for the CRDC.

Important: This feature does NOT exclude a school from reporting on the CRDC.

Navigation: Start Screen > State Reports > PowerSchool CRDC Preview Report

1. Click the **Details** drop-down, click **Show/Hide Collection From Schools**.



The Dashboard Display Settings: PowerSchool CRDC Preview Report screen opens. This screen displays every school created within the PowerSchool instance.

2. Make the appropriate **Yes/No** selection from the **Display in Dashboard?** drop-down.

PowerSchool CRDC Preview Report

School	Display in Dashboard?
Schools	Yes (1) ▼
High	Yes (1) ▼
Middle	Yes (1) ▼
Primary	Yes (1) ▼
CECAS	Yes (1) ▼
Elementary	Yes (1) ▼

3. Click **Submit**.

Updating the School Level CRDC Screen

The school level CRDC screen allows the user to exclude a given school from the report as needed. In addition, the screen captures or displays data elements specific to this Federal collection which are not located elsewhere in the system.

Data elements on this screen may be calculated by the system or may require manual update. If information must be manually updated, this screen is considered the authoritative source for the data element.

Important: All public and Charter schools open during the collection year are required to report. Program schools such as CECAS and Homeless should be included if the PSU provided services to students who did not attend a traditional school for the given collection year. Program schools that provided services should be indicated on this screen as **Non-LEA facility**.

All questions that are left NULL will report as No when the preview reports are generated.

CAUTION: If performing this task as a district level user, ensure Security Settings are such that all schools created within the PowerSchool instance are accessible.

Navigation: Start Screen > Select school > Setup > School > Civil Rights Data Collection (CRDC)

Civil Rights Data Collection

Elementary

Is this school excluded from CRDC reporting? No

LEA Part 1 Questions

SSPR-2. Is this school a Non-LEA facility? No

School Part 1 Questions

DIND: COVID-related Directional Indicators

DIND-1. Directional Indicator – Instruction Type.

DIND-2. Directional Indicator – Virtual Instruction.

SCHR-1.2. Grade Levels

A. Does this school have ungraded students? No

B. Ungraded students at this school have this characteristic:

SCHR-4. Does the entire school population participate in the magnet school program? Yes

This school is a Magnet school.

SCHR-5. This alternative school is designed to meet the needs of the following. (Check all that apply)

This school is NOT an Alternative School.

Students with Academic Difficulties

Students with Discipline Problems

APIB-5. Are students allowed to self-select to participate in AP courses? No

Part 2 Questions

ATHL-1. Single-Sex Interscholastic Athletics Indicator

If the LEA/School has chosen not to use the NC Athletic Eligibility feature, the PowerSchool CRDC Preview Report – Part 2 Collection will report all Interscholastic totals as 0. The user will have to manually add these values to the Federal Submission Portal.

DISC-3. Does this school use corporal punishment to discipline students? No

OFFN-2. Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)? No

OFFN-3. Have any of your school's students, faculty, or staff died as a result of a homicide committed at your school? No

JUST-1. If this school is a justice facility, what type describes the facility?

OCR / PowerSchool Question	Manual or System Calculated	Notes
Is this school excluded from CRDC reporting?	Manual	<p>Selecting 'Yes' will remove the school from the Preview reports in PowerSchool.</p> <p>Examples of PowerSchool schools which should be excluded:</p> <ul style="list-style-type: none"> • Lottery / Assignment schools • Schools that are not open during the collection year <p>Leaving this field NULL will include the school data in the CRDC preview reports.</p>
SSPR-2. Is this school a Non-LEA facility?	Manual	<p>Selecting 'Yes' will include students in these PowerSchool schools in the aggregate count for question SSPR-2 of the LEA level Federal form.</p> <p>Examples of PowerSchool schools which should be identified as Non-LEA Facilities:</p> <ul style="list-style-type: none"> • CECAS • Migrant • EL (formerly LEP) • Early Childhood and PK Program Schools <p>Leaving this field NULL will identify this PowerSchool school as a public school that should be fully reported on the CRDC.</p>
DIND-1. Directional Indicator – Instruction Type.	Manual	Make the appropriate selection of the type of instruction offered during the collection year.
DIND-2. Directional Indicator – Virtual Instruction.	Manual	Make the appropriate selection of the type of virtual instruction offered during the collection year.
SCHR-1-2. Grade Levels	Manual	Please refer to the Federal CRDC documentation for the definition of Ungraded students.
SCHR-4. Does the entire school population participate in the magnet school program?	Manual	<p>This question will be available for update only if the school has been identified in the EDDIE system as a Magnet school.</p> <p>If data portrayed here is incorrect, you must make the update in the Federal Submission Tool.</p>
SCHR-5. This alternative school is designed to meet the needs of the following. (Check all that apply)	Manual	<p>These questions will be available to update only if the school has been identified in the EDDIE system as an Alternative school/program.</p> <p>If data portrayed here is incorrect, you must make the update in the Federal Submission Tool.</p>
APIB-5. Are students allowed to self-select to participate in AP courses?	Manual	Please refer to the Federal CRDC documentation for self-selection requirements.
ATHL-1. Single -Sex Interscholastic Athletics Indicator	n/a	If the LEA/School has chosen not to use the NC Athletic Eligibility feature, the PowerSchool CRDC Preview Report – Part 2 Collection will report all Interscholastic totals as 0. The user will have to manually add these values to the Federal Submission Portal.
DISC-3. Does this school use corporal punishment to discipline students?	Calculated	This question is calculated by the system based on the Incident code for corporal punishment and a count of the incidents.

OCR / PowerSchool Question	Manual or System Calculated	Notes
OFFN-2. Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)?	Manual	Please refer to the Federal CRDC documentation for the definition of a shooting.
OFFN-3. Have any of your school's students, faculty, or staff died as a result of a homicide committed at your school?	Manual	Please refer to the Federal CRDC documentation for the definition of a homicide.
JUST-1. If this school is a justice facility, what type describes the facility?	Manual	This question only applies to schools at the NC Department of Juvenile Justice, LEA 998

Verifying the CRDC EDDIE Grade Levels Screen

The CRDC Preview report logic requires previous year grade level data to determine which courses and students should be reported for the collection.

Each year, prior to EOY, an update occurs which pulls data from the School Info screen in PowerSchool into the CRDC EDDIE Grade levels screen.

The **YEAR_ID** and **GRADE_LEVEL** fields are populated from the PowerSchool – EDDIE integration. Each grade level taught at the school should be formatted as it is displayed in EDDIE and separated by a colon. The **LOW_GRADE** and **HIGH_GRADE** fields are populated based on the **Grades** values in the School Info screen.

Review this screen for accuracy and update as appropriate.

Important: Program schools such as CECAS, Migrant or EL **must be updated manually**. It is important that these schools be included in the CRDC if the PSU provided services to students during the collection year. Include all grade levels.

Navigation: Start Screen > Select school > Setup > School > CRDC EDDIE Grade Levels

CAUTION: If performing this task as a district level user, ensure Security Settings are such that all schools created within the PowerSchool instance are accessible.

- For the SY2020-21 collection, the **YEAR_ID** is 30.
- Grades 13 and XG should be listed in the **GRADE_LEVEL** column if offered by the school.
- -9 in the **HIGH_GRADE** column should not have an impact on reporting.

CRDC EDDIE Grade Levels

High

YEAR_ID	GRADE_LEVEL	LOW_GRADE	HIGH_GRADE	Delete
24	09:10:11:12	9	12	-
25	09:10:11:12	9	12	-
26	09:10:11:12	9	12	-
27	09:10:11:12	9	12	-
30	09:10:11:12:XG	9	-9	-